



DEPARTMENT OF THE ARMY
HEADQUARTERS, 58th Transportation Battalion
3rd Chemical Brigade
451 Colorado Avenue, Unit 8
FORT LEONARD WOOD, MISSOURI 65473

REPLY TO
ATTENTION OF

ATSN-CBC

14 July 2005

MEMORANDUM FOR Personnel Concerned

SUBJECT: Policy Letter #20, Hometown Recruiter Assistance Program (HRAP) Management Plan

1. REFERENCES:

- a. AR 601-64, Hometown Recruiter Assistance Program, 15 July 1980
- b. Message: USAREC, CDR, RCRO-PP, 211450Z Sep 98

2. PURPOSE: To outline the 58th Transportation Battalion Management Plan for implementation of a comprehensive Hometown Recruiter Assistance Program (HRAP) in support of USAREC, TRADOC, Fort Leonard Wood, and 3rd Chemical Brigade.

3. GOALS:

- a. To educate company commanders and unit leadership on the importance of the HRAP Program and procedures designed to implement an effective and aggressive approach.
- b. To maximize the number of outstanding AIT graduates, favorable hold-overs, and permanent party soldiers who return to their hometown areas and assist local Army Recruiters.
- c. To attain a long-term goal of participation by 40% not to exceed 45% of all regular Army AIT graduates.

4. CONCEPT: Companies in the 58th Transportation Battalion support HRAP. The current recruiting mission mandate that we implement more aggressive procedures and significantly increase the number of participants. We will accomplish this mission through a two-fold approach: 1) Through improved education of permanent party cadre on the current rules and procedures regarding HRAP, and 2) A more sustained and direct approach by cadre to screen candidates, brief them on the availability of the program and get them to participate.

5. IMPLEMENTATION PROCEDURES:

a. FLW USAREC Liaison NCO provide the cadre in each battalion with a briefing on HRAP. The intent is to ensure they are fully aware of implementation rules, eligibility criteria, and administrative procedures. Mandatory attendees at the briefings will include all IET cadre leadership, operations sergeants, and Battalion S-1.

b. The Battalion Commander and CSM will brief soldiers in each company upon their arrival to 58th Transportation Battalion about HRAP. They will stress the importance of HRAP during inprocessing and encourage all eligible soldiers to participate.

c. At the completion of week one, Phase IV, eligible soldiers will be interviewed by a member of the chain of command for admittance into the HRAP. No eligible soldier will be denied enrollment into the program.

d. Company cadre will continue to push the program during Phase IV. Soldiers must attain 75 points per event on the Army Physical Fitness Test (APFT) to be eligible. The DA Form 31 for HRAP will be submitted to Battalion S-1 NLT the Tuesday following the first week of training. Along with the DA Form 4187s requesting HRAP, unit operations will provide Battalion S-1 with the following information:

(1) Total number in class (class size).

(2) Total number of regular Army (RA), National Guard (NG), Army Reserve (AR) and Reclass students.

(3) Total eligible for HRAP, total requesting HRAP, percentage of all eligible soldiers applying for HRAP, and by name explanation of why eligible soldiers are not participating.

e. The DA Form 31s as approved by the Battalion Commander for soldiers going permissive temporary duty (PTDY) enroute will be submitted to Battalion

f. A DA Form 31 will be submitted week 15 (Phase V) for soldiers that are eligible for HRAP but find themselves in a holdover status (i.e., ENTNAC clearance, medical hold, awaiting assignments, etc.).

g. Permanent party soldiers (Staff Sergeant and below) in CONUS are afforded an opportunity to return home on permissive TDY for up to 16 days. A truly outstanding soldier that has demonstrated a high level of discipline and professionalism (soldiers of the month, quarter, year, etc.) may be afforded up to 30 days paid TDY, funded by HQ, TRADOC. Company commanders will regularly brief soldiers on HRAP and encourage all soldiers interested to apply. Units will submit a request for HRAP to the Battalion S-1 three weeks prior to expected travel dates. Battalion S-1 will type TDY orders. Mode of travel and full locality

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meal rate will be authorized. Rental car and lodging are not authorized. Battalion S-1 will submit TDY orders to Brigade S-1 the second and fourth Wednesday of the month.

h. The Battalion S-1 will track the status of eligible soldiers and the number of HRAP participants. This information will be briefed to the Battalion Executive Officer weekly and available during the Battalion Command and Staff Meetings. In addition, Battalion S-1 NCOIC will provide Brigade S-1 with the weekly status of the HRAP.

6. HRAP is one of the best tools available to aid recruiting. Increased emphasis on the program promises significant gains in the Army. HRAP places newly trained, highly motivated soldiers into the recruiting force, which promotes Army awareness in the community. HRAP is a “win-win” for all individuals involved in the program and is a vital key in strengthening the forces.

Robert T. Hixon
LTC, TC
Commanding